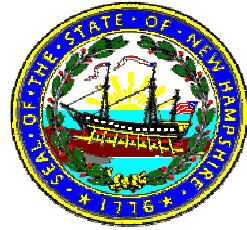




**NEW HAMPSHIRE ARMY NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652**



PLEASE POST IN A PROMINENT LOCATION

PLEASE SEND APPLICATIONS TO ADDRESS AS ABOVE

ANNOUNCEMENT DATE 14 October 2005

ANNOUNCEMENT NUMBER NH05-090

Previously announced as NH05-050

POSITION TITLE, SERIES/GRADE (S)

Secretary
GS-0318-06

MAXIMUM MILITARY GRADE AVAILABLE SSG

POSITION DESCRIPTION NUMBER 70040

SALARY RANGE

GS-06 start pay is \$32,593 per year. Promotion rules apply for technicians currently on board.

AREA OF CONSIDERATION

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| AREA I | all excepted permanent enlisted federal technicians of the NHNG |
| AREA II | all enlisted members of the New Hampshire National Guard |
| AREA III | all individuals eligible to become enlisted members of the NH National Guard |

CLOSING DATE: 02 November 2005

DUTY LOCATION

State Military Reservation
Command Section/DCSPER
Concord, NH 03301

TYPE OF APPOINTMENT

Permanent Enlisted Technician

FOR ADDITIONAL INFORMATION

Contact MSgt John Symington at DSN 684-9348, commercial (603) 225-1332, or e-mail john.Symington@nh.ngb.army.mil NH National Guard job postings are available at www.nhpeas.ang.af.mil/hro/jobs or all states at <http://www.neguard.com/jobs/Docs/statepoc.htm>

INSTRUCTIONS FOR APPLYING

Applicants may choose to submit an [OF 612](#), or a resume.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.

YOUR RESUME OR APPLICATION SHOULD CONTAIN AS A MINIMUM

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- social security number
- current military grade/rank
- current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- * full country of citizenship
- * high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
- * personal military experience (DD Form 214)

***AREA II/III applicants only**

MAIL RESTRICTION: Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage. Overnight or express mail is discouraged since it will ultimately delay your package getting to HRO.

EXCEPTED SERVICE REQUIREMENT: Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

NATIONAL GUARD MEMBERSHIP IS REQUIRED

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

OTHER PERTINENT DATA

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement.

THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER SPACE.

REIMBURSEMENT FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES ARE NOT AUTHORIZED

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit to a financial institution for all Federal wage or salary payments.

If you are a male born after 31 December 1959, and you desire employment with the Federal Government, you must be registered with Selective Service.

GENERAL EXPERIENCE: Experience performing any combination of the following tasks: typing, general clerical, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format etc... stenographic.

OTHER REQUIREMENTS: In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned CMF 71,92. Applicants must ensure that they meet retraining requirements if they do not have the required MOS.

MINIMUM QUALIFICATIONS REQUIREMENT(S): Each applicant must fully substantiate on their application how they meet the requirements listed below; otherwise, the applicant will be found unqualified for this position.

SPECIALIZED EXPERIENCE: Nine months experience which indicates:

1. Knowledge and skill to coordinate the work of the office with other offices.
2. Knowledge of duties, priorities, commitments, policies and program goals of the organization sufficient to perform comprehensive clerical and administrative support assignments.
3. Skill in operating office equipment to include using computers, primarily for word processing computer.
4. Knowledge of grammar, spelling, punctuation and the use of required formats in order to prepare replies to correspondence.

BRIEF JOB DESCRIPTION: The purpose of this position is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel. Schedules appointments and makes arrangements for time, location of meetings in accordance with instructions from supervisor. Receives incoming correspondence and follows up for supervisor. Reviews outgoing correspondence for proper format and attachments. Maintains office files, directives, regulations and other information. Uses word processing equipment. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL:

DEBORAH L. CARTER, COL, NHNG
Director of Human Resources